

Advertised: **September 15, 2014**

MATERIALS & TESTS UNIT

REQUEST for LETTERS of INTEREST (LOIs)

LIMITED SERVICES CONTRACT

TITLE: 2015 ON-CALL CONTRACT FOR M&T SERVICES

USING AGENCY: North Carolina Department of Transportation
MATERIALS & TESTS UNIT

ISSUE DATE: SEPTEMBER 15, 2014

LETTER of INTEREST (LOI) SUBMITTAL DEADLINE: 12:00 PM, SEPTEMBER 29, 2014

ISSUING AGENCY: North Carolina Department of Transportation
Technical Services Division
Professional Services Management Unit

SYNOPSIS

The primary firm and any/all subconsultant(s) shall be pre-qualified to perform at least one of the below work codes for the Materials and Tests Unit. This Request for Letters of Interest (LOI) is to solicit responses from pre-qualified firms to provide professional consulting services to:

PERFORM MATERIALS INSPECTION & TESTING SERVICES FOR THE FOLLOWING WORK CODES:

00003	AGGREGATE
00016	ASPHALT MATERIALS - BINDER & EMULSIFIED
00091	GLASS BEADS
00122	INSPECTION OF STRUCTURE COATING
00139	METAL ALLOYS
00146	PAINT COATING
00241	THERMOPLASTIC
00290	OTHER

A FIRM MAY SUBMIT AN LOI FOR ANY COMBINATION OF THE ABOVE WORK CODES. THE INTERESTED FIRM MUST INDICATE THOSE WORK CODES FOR

WHICH THEY ARE SUBMITTING AN LOI AND MUST BE PRE-QUALIFIED FOR SAID WORK CODES.

LOI's should be submitted in .pdf format using software such as Adobe, CutePDF PDF Writer, DocuDesk deskPDF, etc.

One copy of the LOI should be sent as a .pdf file, **through NCDOT's FTS System**, to: psmu-411@ncdot.gov . **The FTS system will send you an electronic receipt when your LOI is uploaded to NCDOT's FTS system.** Paper copies are not required. The subject line should contain the Firm's Name, and "LOI for **2015 ON-CALL CONTRACT FOR M&T SERVICES**".

If an interested firm does not have an FTS account they should send a request through regular e-mail to psmu-411@ncdot.gov . A response will be sent via the FTS system that will provide a login username, password, and login procedures.

LOI's SHALL be received electronically no later than 12:00 P.M., SEPTEMBER 29, 2014.

SCOPE OF WORK

The North Carolina Department of Transportation (NCDOT) is soliciting proposals for the services of a firm/team for the following contract scope of work:

The Materials and Tests Unit desires to engage private firms to provide on-call technicians and/or engineers who will perform testing and inspection work.

The private firm will be responsible for providing on-call personnel at the following levels:

- **Engineering Technician (Levels I, II, III and IV)**
- **Engineer (Contributing level)**
- **Technical Trainer (Level II)**
- **Chemistry Technician (I and II levels)**

When specialized training or certification is required, the Department will provide the appropriate courses and/or training. It will be the responsibility of the firm to replace any technician who fails to achieve the necessary certifications. When technician certifications listed below are required, the firm will provide personnel with the appropriate certification.

- **Concrete Field**
- **Concrete Batch**
- **Concrete Mix Design**
- **Concrete Pavement**
- **QMS Level 1**
- **QMS Level 2**
- **QMS Roadway**
- **Superpave Mix Design**
- **ABC Sampling**

- QC/QA Aggregate Sampling and Testing
- Borrow Pit Sampling
- Conventional Density
- Bridge Coatings Inspection Level 1
- Field Welder
- Density Gage
- Nuclear Safety and Hazardous Materials

Personnel will be assigned to locations as needed; either in the central facility or various M&T facilities throughout the state. Office space and access to office equipment will be provided as needed (computers, copiers, printers, etc.) Training in computer entry will be provided, although basic computer skills are expected.

Duties performed by these positions will be as determined by the Materials and Tests Unit, but will typically include testing or inspection of materials and/or products used in the construction of highways and structures.

The Department manager responsible for the work will provide daily supervision and instruction.

If the work assignment is at a single facility, no vehicle reimbursement will be made. If the work assignment involves travel to more than one location, the firm will be expected to provide a vehicle for the technician. A rate of reimbursement for the vehicle will be negotiated.

Subconsultants are allowed for these services.

THE METHOD OF PAYMENT WILL BE TASK-DEPENDENT: LUMP SUM or COST-PLUS.

SUBMITTAL REQUIREMENTS

All LOI's are limited to **FIFTEEN (15)** pages (RS-2 forms and resumes are not included in the page count) inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single spaced, one sided.

ONLY ELECTRONIC LOIs WILL BE ACCEPTED.

LOI's containing more than FIFTEEN (15) pages will not be considered.

SELECTION CRITERIA

In selecting a firm/team, the selection committee will take into consideration qualification information including such factors as:

1. **50%** = The firm's understanding of inspection and testing of material(s).

2. **50%** = The firm's management experience in staffing similar types of work.

SELECTION PROCESS

Following is a general description of the selection process:

- The NCDOT Selection Committee will review all qualifying LOI submittals.
 - In order to be considered for selection, consultants must submit a complete response to this RFP prior to specified deadlines. Failure to submit all information in a timely manner will result in disqualification.
- Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers (if applicable) in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the website at: <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx> .

The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering: <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The LOI must include the information outlined below:

Chapter 1 - Introduction

The Introduction should demonstrate the consultant's overall qualifications to fulfill the requirements of the scope of work.

Chapter 2 - Team Qualifications

This chapter should elaborate on the general information presented in the introduction to establish the credentials and experience of the consultant to undertake this type of effort. The following must be included:

1. Identify similar projects the firm, acting as the prime contractor, has conducted which demonstrates its ability to conduct and manage the project. Provide a synopsis of each project and include the date completed, and contact person.
2. If subconsultants are involved, provide corresponding information describing their qualifications as requested in bullet number 1 above.

Chapter 3 - Team Experience

This chapter must provide the professional credentials and experience of the persons assigned to the project. Although standard personnel resumes may be included, identify pertinent team experience to be applied to this project.

Specifically, the Department is interested in the experience, expertise, and total quality of the consultant's proposed team. If principals of the firm will not be actively involved in the study, do not list them. The submittal shall clearly indicate the Consultant's Project Manager, other key Team Members and his/her qualifications for the proposed work. Also, include the team's organization chart for the Project / Plan.

Chapter 4 - Technical Approach

The consultant shall provide information on its approach to accomplish this project, including their envisioned scope for the work with innovative ideas, and a schedule to achieve the dates outlined in this RFP.

APPENDICES-

CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's Letter of Interest. This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- **Prime Consultant firm**
 - Prime Consultant Form RS-2 Rev 1/14/08; and
- **ANY/ALL Subconsultant firms** (*If Subconsultants are allowed under this RFQ*) to be, or anticipated to be, utilized by your firm.
 - Subconsultant Form RS-2 Rev 1/15/08.
 - In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.

Complete and sign each Form RS-2 (instructions are listed on the form).

The required forms are available at:
<https://apps.dot.state.nc.us/quickfind/forms/Default.aspx> .

All submissions, correspondence, and questions concerning this RFP should be directed to Mr. Scott D. Blevins, PE. He can be reached by email at sblevins@ncdot.gov.

SUBMISSION SCHEDULE AND KEY DATES

RFP Release – **SEPTEMBER 15, 2014**

Deadline for LOI Submission - **12:00 PM, SEPTEMBER 29, 2014**

Firm Selection and Notification – **OCTOBER 13, 2014**